

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

copy to EDP

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

OUR REFERENCE:
MC No. 14, s. 2004

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGERS,
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS
AND ALL OTHERS CONCERNED
This Agency

SUBJECT : **UNIFORM AND CLOTHING ALLOWANCE (UCA) OF NIA PERSONNEL
FOR CY 2004**

Pursuant to NIA Board Resolution No. 7231-04 dated March 01, 2004, NIA male and female personnel are hereby granted Uniform and Clothing Allowance (UCA) for CY 2004 in the amount of Four Thousand Pesos (P4,000.00) each as prescribed in Department of Budget and Management Circular No. 2003-8 for CY 2004.

1. POLICY STATEMENT

NIA employees are required to wear the herein prescribed office uniform to maintain organizational identity, belonging, pride and commitment.

2. COVERAGE

- 2.1 NIA employees whether employed under permanent, temporary, co-terminous, casual, on contract with, and on detail and are in the service as of actual grant of the allowance are entitled to the UCA herein authorized.
- 2.2 Those who are on leave of absence without pay at the time of the grant of the UCA are entitled to receive same only upon return to duty, within the covered period of wearing the uniform.
- 2.3 Lady employees on the family way/in mourning may be exempted from wearing the uniform during the said period/periods. The latter, however, shall be required to wear white and/or black dress only, the customarily observed mourning colors.

3. DISQUALIFICATIONS

NIA personnel under the following circumstances as of actual grant of the allowance by the office concerned are not entitled to the UCA authorized herein:

- 3.1 Those who are no longer in the service due to retirement, resignation, separation or for whatever reason;
- 3.2 Those who are hired not as part of the organic manpower but as consultants or experts for a limited period to perform specific activities or services with expected outputs; laborers of contractual projects (pakiao); contractees of contracts of service and job orders; and others similarly situated.

4. GENERAL RULES AND POLICIES

4.1 PAYMENT METHODOLOGY

The approved UCA will be given in kind in the form of office uniforms for all qualified officials and employees instead of giving it outright in cash as hereunder prescribed.

It is understood, however, that any difference accruing from the P4,000.00 UCA after deducting the actual total payment for the prescribed uniforms shall be given to the concerned officials and employees.

4.2 UNIFORM MATERIALS, STYLE, DESIGN AND SCHEDULE

4.2.1 For the Males

- (a) The Monday and Tuesday uniform shall be changed from green to white and from gray to beige (with scattered design) please refer to Annex "A" hereof. On the other hand, the blue and green uniform shall continue to be observed for Wednesday and Thursday respectively.

Same shall be given in Kind in the form of fabric for all qualified male employees .

SCHEDULE

DESCRIPTION

Monday	White (with scattered design)
Tuesday	Beige (with scattered design)
Wednesday	Plain Blue
Thursday	Plain Green
Friday (Free/Wash Day)	Appropriate Business/Office Attire

4.2.2 For the Females

- (a) The style, design and materials shall strictly conform with the specifications based on the approved style/designs and materials of the female uniforms and with prototype that the Dressmakers/Couturiers have submitted and subsequently chosen, selected and approved by the NIA-CO Uniform Committee, more particularly described hereunder.

SCHEDULE

DESCRIPTION

Monday	Green
Tuesday	Charcoal Gray
Wednesday	Beige
Thursday	Brown with Stripes
Friday (Free/Wash Day)	Appropriate Business/Office Attire

- (b) Wearing of the Blazer is optional
- (c) Actual measurements (prototype) of the uniform of the female employees of the Central Office including CO-based project employees shall be conducted at the Central Office by the Dressmaker/Couturier concerned
- (d) The specifications on style, design and materials as above described shall be strictly adhered to.

4.3 QUOTATION AND SPECIFICATIONS

Quotation and specifications of materials/textiles (with actual sample) as described under item 4.2 above including style/design are hereto attached as Annexes "A", "B-1", "B-2", "B-3" and "B-4".

4.4 ORDER/PROCUREMENT PROCEDURE

Female employees of field offices shall order the prescribed uniform material/fabric direct to the winning bidders/couturiers using the herein attached order form (Annex C) in the following addresses.

- (a) Winning Bidder/Couturier for Monday, Tuesday and Thursday Ladies Office Uniforms.

Ms. Bing Olivar
Chief Executive Officer
Vien Venice Collection and Enterprises
No. 30 Malaya St., Barangay Plainview
Mandaluyong City

- (b) Winning Bidder/Couturier for Wednesday Ladies Office Uniform

Ms. Gloria A. Manabat
Chief Executive Officer
Le Mode Fashion
No. 7 Ernestine St., Don Jose Heights
Quezon City

5. EFFECTIVITY

This Circular takes effect upon receipt of the allowance/made to order uniform/materials as the case may be.

6. OTHER IMPLEMENTING RULES AND REGULATIONS

- 6.1 Top and Senior Management Officials (Department/Regional/Operation/Project Managers and above), may not wear the herein prescribed uniform.
- 6.2 The NIA shall provide the male employees with the material for the uniforms herein prescribed. The cost of the material shall be retained/deducted from their UCA. Whatever balance left shall be given to the employees in cash.
- 6.3 The wearing of blazer by the female employees is optional, thus:
 - (a) Those who desire to order by custom-made shall be done individually.
 - (b) Payment of same shall be shouldered and paid directly to the Dressmaker/Couturier by the official or employee concerned.
 - (c) The female employees may opt to wear the four (4) blazers prescribed for each of the four (4) sets of uniform or to wear black blazer ONLY with any of the prescribed uniforms because of its neutrality and universal acceptance.

7. PROHIBITIONS WHILE IN UNIFORM

The following attire shall be prohibited for all government employees when performing official functions inside the workplace (per CSC Revised Dress Code):

- Gauzy, transparent or net-like shirt or blouse;
- Sando, strapless or spaghetti-strap blouse (unless worn as undershirt), tank-tops, blouse with over-plunging necklines;
- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- Rubber sandals, rubber slippers, "bakya"
- Ostentious display of jewelry, except for special occasions and during official celebrations;
- Wearing of heavy or theatrical make-up;
- Taking off the Polo Barong/Official uniform by male employees while inside the office compound;
- Wearing of the male official uniform with color or printed undershirts.

8. EXEMPTIONS

Employees who are performing unskilled/semi-skilled jobs such as Mechanics, Carpenters, Electricians, WRF Tenders, laborers, etc. who by the nature of their job are required to wear T-shirts (preferably with no collar) for the efficient performance of their tasks are exempted from wearing the herein prescribed office uniform while on duty. They are however, required to wear the latter when reporting for work.

Chief of Responsibility Centers concerned are encouraged to come up with a common color of the working T-shirt (preferably of green color) for their concerned staff with a NIA logo print, if possible.

9. PENALTIES

9.1 Employees who fail to wear the prescribed office uniform or violate any of the aforementioned prohibitions shall be meted the following penalties without prejudice to the filing of appropriate administrative charges for violation of reasonable office rules and regulations (Sec. 22 Rule VIV, Discipline, Omnibus Rules Implementing Book V of EO 292 and Other Pertinent Civil Service laws) as hereunder quoted shall apply:

1 st Offense	Reprimand
2 nd Offense	Suspension of 1-30 days
3 rd	Dismissal

9.2 Deviations from design and material shall subject an employee to the same penalty as stated in item 9.1 above.

10. RESPONSIBLE OFFICIALS

The Heads of Offices/Responsibility Centers, shall be responsible in implementing the rules and regulations as herein prescribed. A copy of the list of violators shall be furnished the Personnel Division/Unit concerned for information/record purposes.

11. SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Office of the Assistant Administrator for Administrative Services for resolution.

12. FUNDING SOURCE

The UCA for CY 2004 shall be charged to the respective funds of the offices concerned.

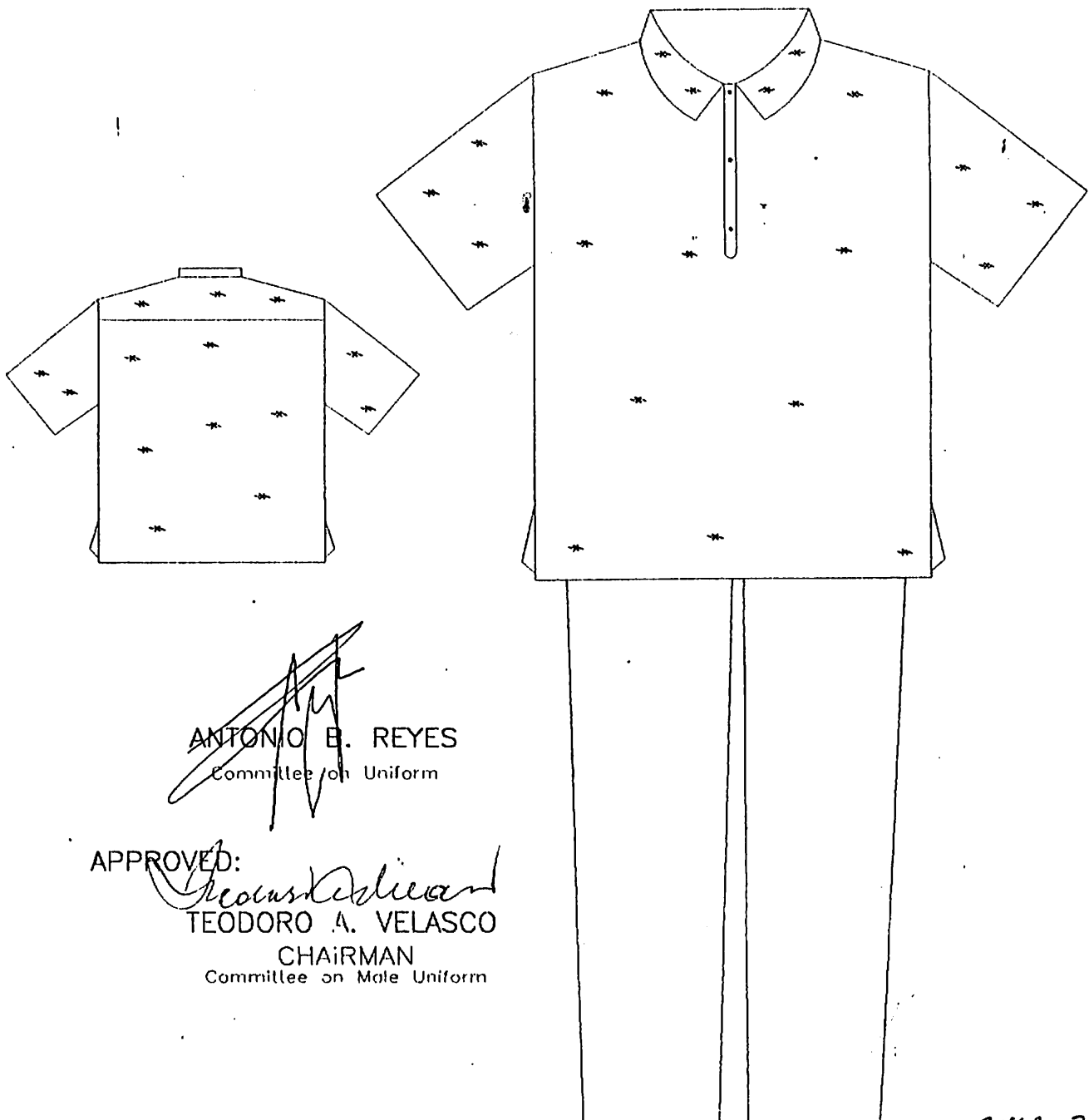
Strict compliance hereon is enjoined.


JESUS EMMANUEL M. PARAS
Administrator

13 May 2004

MALE UNIFORM SCHEDULE :

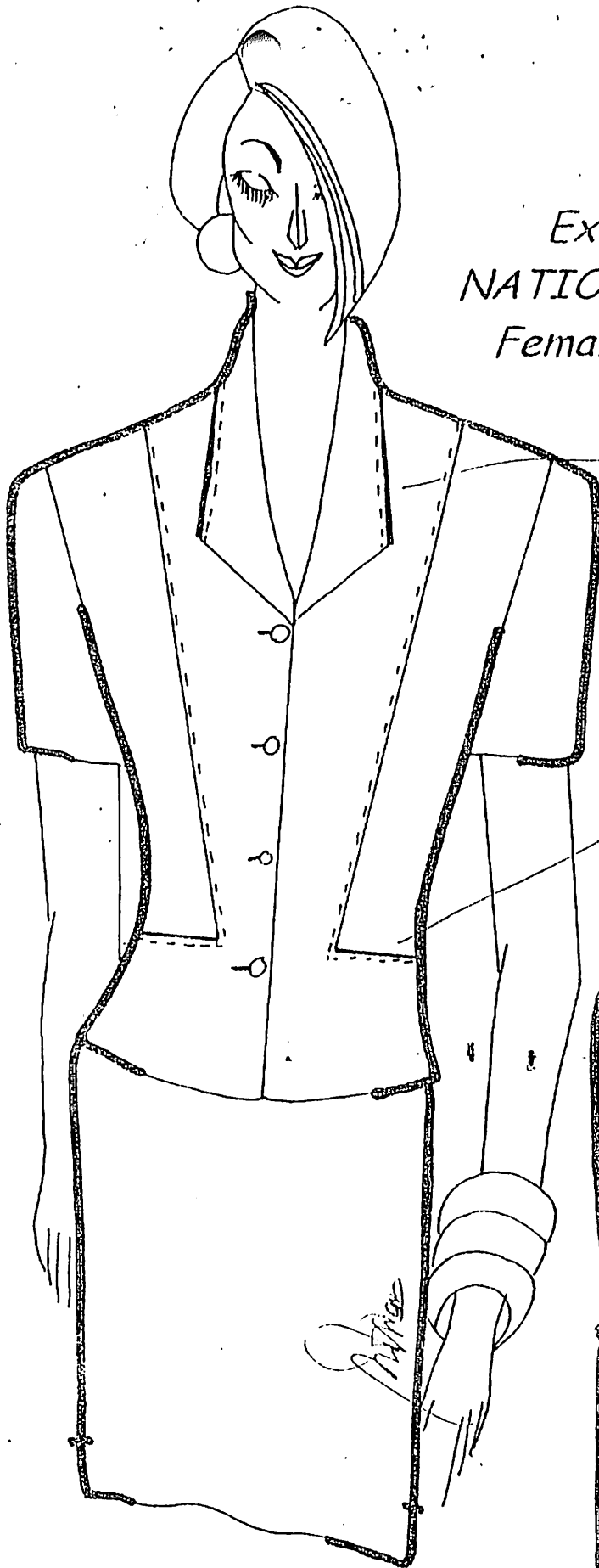
MONDAY — WHITE WITH SCATTERED DESIGN
 TUESDAY — BEIGE WITH SCATTERED DESIGN
 WEDNESDAY — PLAIN BLUE
 THURSDAY — PLAIN GREEN
 FRIDAY — FREE / WASH DAY



[Signature]
 ANTONIO B. REYES
 Committee on Uniform

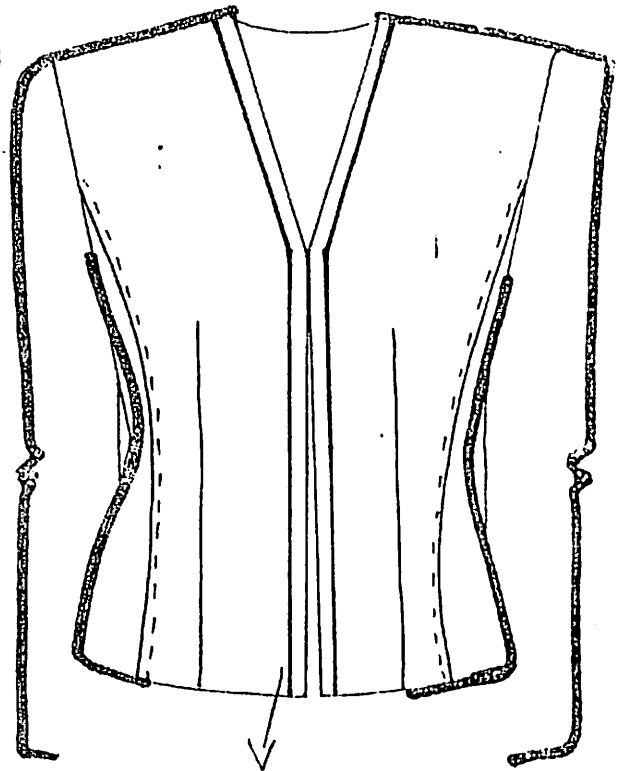
APPROVED:
[Signature]
 TEODORO A. VELASCO
 CHAIRMAN
 Committee on Male Uniform

Exclusively Designed for:
NATIONAL IRRIGATION ADM.
Female Office Uniform 2004



wt piping. - Piping matl. is the same wt the skirt matl. and wt topstitch. pattern

True pocket wt piping. Piping material is the same wt the skirt



Blazer = V-cut style

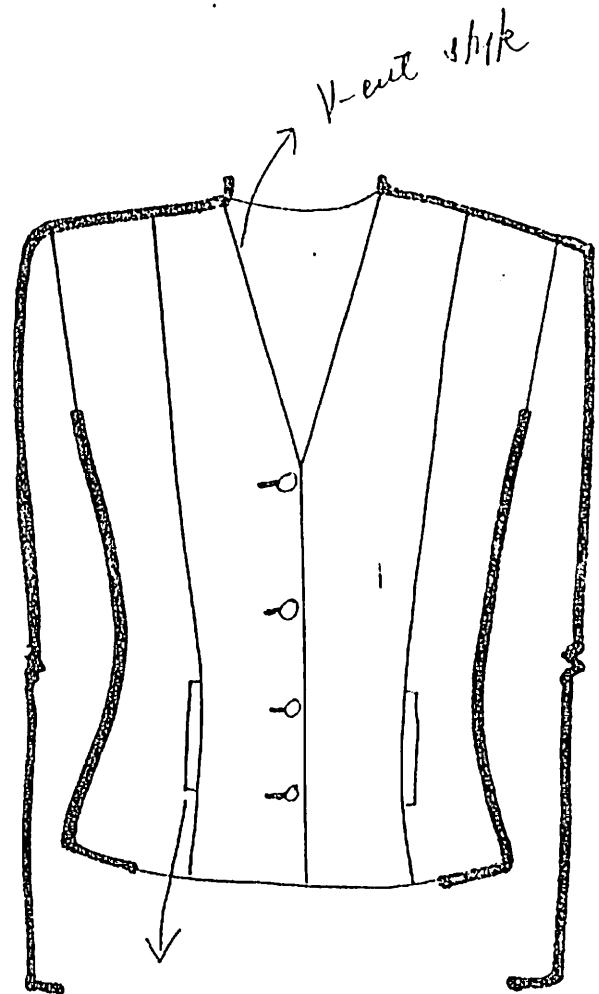
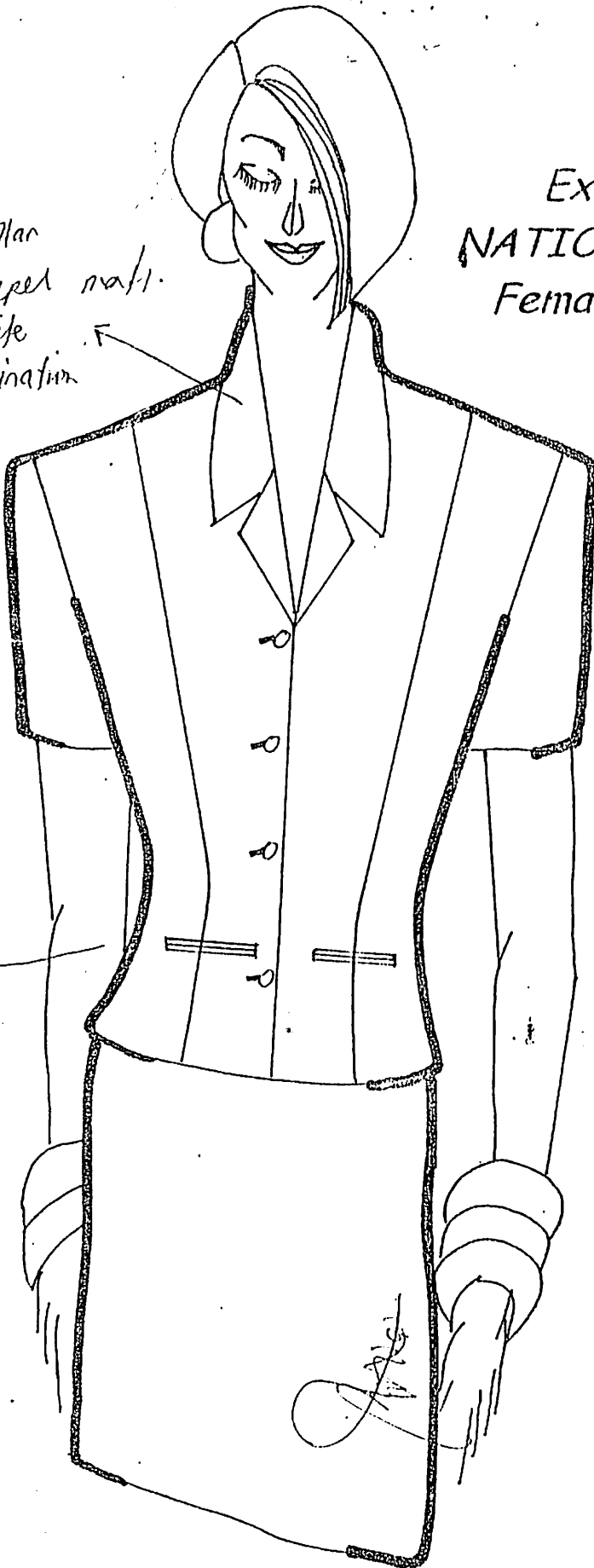
= with black combination BR design = 1/16" only

CHARCOAL GRAY
"TUESDAY"
ANNEX "B-2"

Exclusively Designed for:
NATIONAL IRRIGATION ADM.
Female Office Uniform 2004

Notched collar
& collar & lapel mat.
= opposite
combination

True pocket
1 1/4" only



7 oaks Pocket design only
3/4"



NO. 7 TRIUMPH STREET, DOH JOSE HUGHES
QUEZON CITY, PHILIPPINES
TEL. DOTS 427-0615 • 930 DOTS
TELEFAX 427-0616
CELLPHONE 0918 872 3283

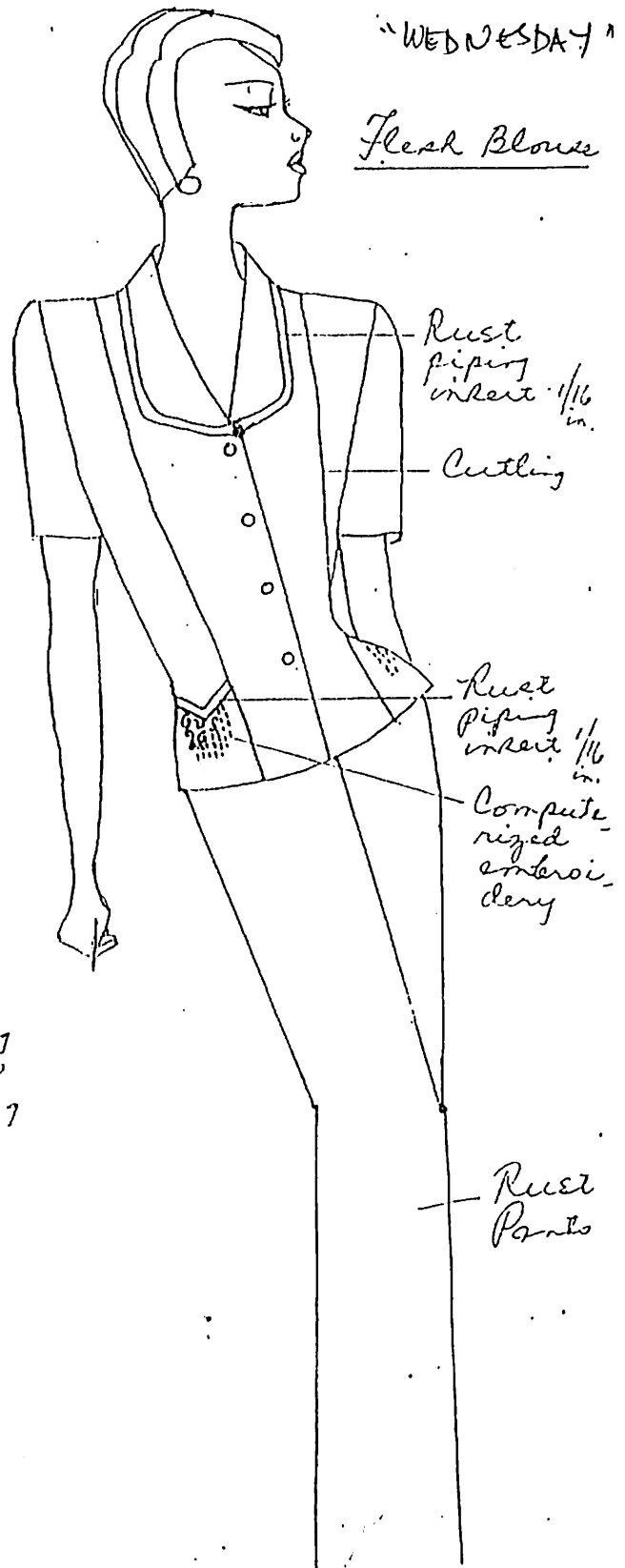
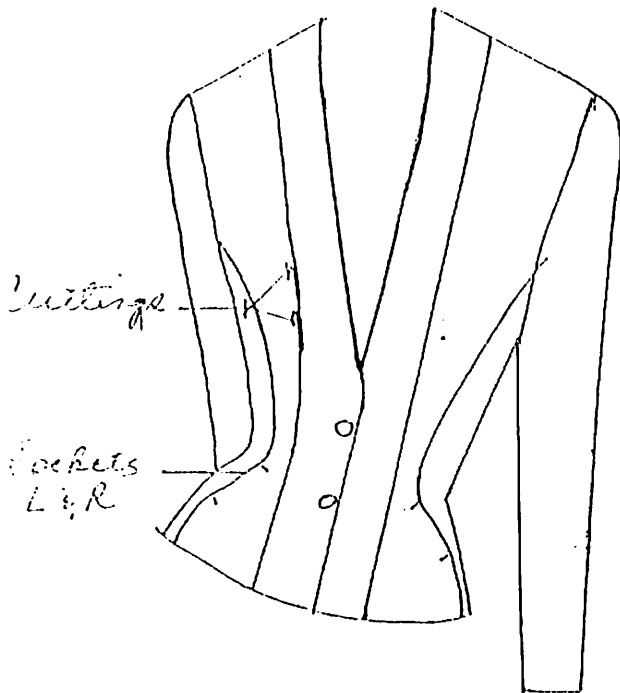
NIA Uniform - 2004

ANNEX "B-3"

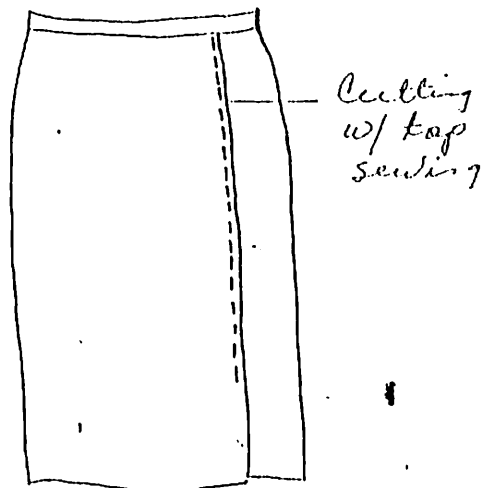
"WEDNESDAY"

Procca Patterned Blazer
(Optional)

Flesh Blouse



Rust Skirt



BROWN
 "THURSDAY"
 ANNEX "B-4"

Exclusively Designed for:
 NATIONAL IRRIGATION ADM.
 Female Office Uniform 2004

Notched collar

Note: collar + lapel
 fabric - opposite
 combination

cutting with special thread stitch

cutting + with special thread
 stitch

V-cut type

cutting w/
 special thread
 stitch

Skirt = Straight cut w/
 (2) side slit - 2"
 open slit type

fake pocket only

cutting = w/ special
 thread stitch

